

# MHDO Chapter 300: Annual Reporting Requirements

Organization Data

Thursday, April 20, 2023 | 1:00 pm

# Agenda

---

1. Welcome
2. Overview of Chapter 300, Uniform Reporting System for Hospital Financial (and Organizational) Data
3. Annual Validation of Organizational Data
4. Timing and Next Steps
5. Questions

# Maine Health Data Organization (MHDO)

---

MHDO is responsible for the collection/validation, storage, management, public reporting and release of healthcare data, including claims data, hospital inpatient and outpatient encounter data, hospital quality data, **and hospital financial and organizational data** (governed by Rule Chapter 300, *Uniform Reporting System for Hospital Financial Data*).

# Overview of 90-590 Chapter 300, *Uniform Reporting System for Hospital Financial (and Organizational) Data*

---

MHDO Rules can be found here: <https://mhdo.maine.gov/rules.htm>

## Financial Data

- **On an annual basis, no later than six months after its most recent fiscal year end:** Every parent entity must submit financial data for its Maine hospital(s), subsidiaries, and/or affiliated health care facilities.

## Organizational Data

- **By April 30<sup>th</sup> of each year:** Every health system, parent entity, and hospital must review, edit, and verify its organizational information.

# Hospital Organizational Data

---

The hospital organizational data collected via Ch. 300 will support the development of a MHDO Provider Directory.

The Provider Directory will contain provider identity information and information about organizational relationships to a facility and health system.

The Directory will list providers by provider type, specialties, credentials, demographics and service locations.

Nesting of service locations within provider groups and health systems will also be identified.

# Requirement in Chapter 300 Regarding the Annual Validation of Organizational Data

---

- 2022 was the first year Chapter 300 organizational information was validated.
- The MHDO pre-populated the organizational information in MHDO's Hospital Data portal using its all-payor-claims data, hospital encounter data, and NPPES.
- The data in the portal today reflects the most recent updates and validations by the hospital and or health system.
- **The health systems and hospitals review and update this year's organizational information in the MHDO's hospital Data Portal by May 31, 2023.**

# MHDO's Validation Process

---

After information is verified, MHDO reviews the information to ensure the following:

- **NPIs and Primary Taxonomies exist for each entity**
- **Baseline physician start dates of 1/31/2022 have been updated to reflect actual start dates**
- **Entity names appear correct, with no additional notes listed**
  - If an entity name is incorrect, please do not change the name to “Entity Name – DELETE” instead  
update in the portal or contact the MHDO Help Desk at [mhdohelp@hsri.org](mailto:mhdohelp@hsri.org) for assistance

To assist with the validation process, following this webinar, MHDO will e-mail specific entities with specific follow up questions.

# Enhancements to the Validation Process

---

- **Added additional options for deleting a practice:**
  - The practice's relationship is not correct
  - The practice is duplicative
  - The practice closed
  - The practice was added accidentally
- **Added the ability for a health system, parent entity, or hospital to request a deadline extension through the portal**
  - Must be done at the highest organization structure level
  - MHDO will not be authorizing 6–7-month extensions as in the first round of validations
- **Identified practices, such as skilled nursing facilities, that are optional to validate based on the current rule – though still helpful to list for relationship purposes**

# Data Elements to Validate

---

## **Health Systems, Parents, and Hospitals**

- Organization Names
- Names of Affiliated or Unaffiliated Practices
- NPI(s)
- Primary Taxonomy for each NPI
- Address
- Phone Number
- Fax Number
- Website
- On CompareMaine

## **Physicians Employed or Affiliated with Each Hospital and Affiliated and/or Unaffiliated Practice**

- Name: First, Last, Middle Name or Initial, Prefix, Suffix
- Credentials
- NPI
- Primary Taxonomy
- Start Date with Hospital and/or Practice
- End Date with Hospital and/or Practice

# Accessing the Portal & Browser Requirements

---

- **MHDO Hospital Data Portal URL:** [https://mhdo.maine.gov/hospital\\_portal/](https://mhdo.maine.gov/hospital_portal/)
- **Minimum Required Browser Settings**
  - *Screen Resolution:* Optimized for 800x600 or higher
  - *JavaScript:* Required
  - *Cookies:* Required
  - *Security:* SSL/Certificate required for access to restricted resources
  - *Internet Explorer Compatibility View:* Turn Off

# Home – Organization Data

**MHDO** Maine Health Data Organization  
Information | Insight | Improvement

## Hospital Data Portal

Home - Organization Data

**St. Mary's Health System**

Organization Data

**Help**

Contact

Ch. 300 Org User Manual

Ch. 300 Org FAQ

Ch. 300 Org Webinar

*Organization Data Home*

Welcome to the Maine Health Data Organization Hospital Data Portal.

Your account is associated with the following health system:

- St. Mary's Health System

© Maine Health Data Organization 2023

## Organization Data

This table reflects the organizational structure of health systems and parent entities, including the relationships with local health systems, hospitals, and practices. **Please contact the [MHDO Help Desk](#) if you need to modify your organizations' hierarchical relationships.**

The status column indicates if action is required:

- **Compliant** – the organizational information and the respective employed or affiliated physicians were verified during the annual review and are accurately displayed.
- **Not Compliant** – the annual review and verification is needed.

YEAR:

2023



STATUS:

All



Click the + symbol after an organization's name to view affiliated entities and click the – symbol to minimize the view.

[Collapse All](#) | [Expand All](#)

Entity Name	Status	Actions
St. Mary's Health System	Not Compliant	<a href="#">Review</a>
Auborn Office Building (St. Mary's Health System)	Not Compliant	<a href="#">Review</a>
+ Community Clinical Services	Not Compliant	<a href="#">Review</a>
Corinne Croteau Lepage Women's Health Pavilion	Not Compliant	<a href="#">Review</a>

# Show or Hide Affiliated Practices

---

Click the + symbol after an organization's name to view affiliated entities and click the - symbol to minimize the view.

[Collapse All](#) | [Expand All](#)

Entity Name
St. Mary's Health System
 Community Clinical Services
St. Mary's Center for Family Medicine at Mollison Way
St. Mary's Center for Family Urology at Rumford
 St. Mary's Regional Medical Center
Auburn Medical Associates
Dr. Richard Kappelmann Practice

If a +/- sign doesn't appear next to an entity's name, there are no affiliated practices.

# Viewing Statuses

---

## Organization Data

This table reflects the organizational structure of health systems and parent entities, including the relationships with local health systems, hospitals, and practices. **Please contact the [MHDO Help Desk](#) if you need to modify your organizations' hierarchical relationships.**

The status column indicates if action is required:

- **Compliant** - the organizational information and the respective employed or affiliated physicians were verified during the annual review and are accurately displayed.
- **Not Compliant** - the annual review and verification is needed.

YEAR:

2023

STATUS:

All



# Review and Verification

---

Entity Name	Status	Actions
St. Mary's Health System	Compliant	<a href="#">Review</a>
+ Community Clinical Services	Compliant	<a href="#">Review</a>
St. Mary's Center for Family Medicine at Mollison Way	Compliant	<a href="#">Review</a>
- St. Mary's Regional Medical Center	Compliant	<a href="#">Review</a>
Auburn Medical Associates	Compliant	<a href="#">Review</a>
Dr. Richard Kappelmann Practice	Compliant	<a href="#">Review</a>

## Hospital Summary

>> [St. Mary's Health System](#) > [St. Mary's Regional Medical Center](#)

Information Verified for 2022 ✓

Last updated: 9/23/2022 at 12:26 PM by pbeaule

Last verified: 9/28/2022 at 5:54 AM by pbeaule

### St. Mary's Regional Medical Center

[Edit](#) [Verify](#)

#### NPI and Primary Taxonomy:

1407242522 : 261QU0200X - Urgent Care Clinic/Center [Edit](#) | [Delete](#)

1447226584 : 282N00000X - General Acute Care Hospital [Edit](#) | [Delete](#)

1245292788 : 273R00000X - Psychiatric Hospital Unit [Edit](#) | [Delete](#)

1952306524 : 314000000X - Skilled Nursing Facility [Edit](#) | [Delete](#)

[Add NPI](#)

**Address:** 93 Campus Avenue, Lewiston, Maine 04240

**Phone:** 207-777-8100

**Fax:**

**Website:** <http://www.stmarysmaine.com/>

**On CompareMaine:** Yes

#### Practices Affiliated with the Hospital

[Add Practice](#)

Name	Address	City	State	ZIP	Status	Action
Auburn Medical Associates	2 Great Falls Plz Ste 21	Auburn	ME	04210	Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
St. Mary's Center for Cancer and Blood Disorders	93 Campus Ave I2 Wing	Lewiston	ME	04240	Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

#### Physicians Employed or Affiliated with the Hospital

[Add Physician](#) | [Bulk Import Physicians](#)

NPI	First Name	Last Name	Credentials	Taxonomy	Start Date	End Date	Action
1790712982	JAMES	PARKER	M.D.	207RC0000X - Cardiovascular Disease Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>
1972915544	SHIVA	ANNAMALAI	M.D.	207RC0000X - Cardiovascular Disease Physician	8/23/2021	-	<a href="#">Edit</a>   <a href="#">Delete</a>
1003881319	STEPHAN	BAMBERGER	MD	2081P2900X - Pain Medicine (Physical Medicine & Rehabilitation) Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>

# Editing Organizational Information

---

## St. Mary's Regional Medical Center

### NPI and Primary Taxonomy:

1407242522 : 261QU0200X - Urgent Care Clinic/Center [Edit](#) | [Delete](#)

1447226584 : 282N00000X - General Acute Care Hospital [Edit](#) | [Delete](#)

1245292788 : 273R00000X - Psychiatric Hospital Unit [Edit](#) | [Delete](#)

1952306524 : 314000000X - Skilled Nursing Facility [Edit](#) | [Delete](#)

[Add NPI](#)

**Address:** 93 Campus Avenue, Lewiston, Maine 04240

**Phone:** 207-777-8100

**Fax:**

**Website:** <http://www.stmarysmaine.com/>

**On CompareMaine:** Yes



**Hospital Details**

Health System:  
St. Mary's Health System

Name:  
St. Mary's Regional Medical Center

Address:  
93 Campus Avenue

City:  
Lewiston

State:  
Maine

ZIP:  
04240-6030

Phone:  
207-777-8100

Fax:

Website:  
<http://www.stmarysmaine.com/>

On CompareMaine:  
Yes

Save

Cancel

# Editing Organizational Information

# Adding, Editing, or Deleting NPI(s)

---

## St. Mary's Regional Medical Center

### NPI and Primary Taxonomy:

1407242522 : 261QU0200X - Urgent Care Clinic/Center [Edit](#) | [Delete](#)

1447226584 : 282N00000X - General Acute Care Hospital [Edit](#) | [Delete](#)

1245292788 : 273R00000X - Psychiatric Hospital Unit [Edit](#) | [Delete](#)

1952306524 : 314000000X - Skilled Nursing Facility [Edit](#) | [Delete](#)

[Add NPI](#)

# Adding, Editing, or Deleting NPI(s) and Primary Taxonomy

---

Add NPI

**National Provider Identifier**

Enter the unique 10-digit NPI:

Primary Taxonomy: [\(View codes by NUCC\)](#)

**Save** **Cancel**

# Adding, Editing, or Deleting NPI(s)

---

## St. Mary's Regional Medical Center

### NPI and Primary Taxonomy:

1407242522 : 261QU0200X - Urgent Care Clinic/Center [Edit](#) | [Delete](#)  
1447226584 : 282N00000X - General Acute Care Hospital [Edit](#) | [Delete](#)  
1245292788 : 273R00000X - Psychiatric Hospital Unit [Edit](#) | [Delete](#)  
1952306524 : 314000000X - Skilled Nursing Facility [Edit](#) | [Delete](#)

[Add NPI](#)

### Delete NPI

Are you sure you want to remove the following NPI?

1952306524 | 314000000X - Skilled Nursing Facility

Yes

No

# Adding Practices

---

Practices Unaffiliated with a Hospital							<a href="#">Add Practice</a>
Name	Address	City	State	ZIP	Status	Action	
Community Clinical Services	57 Birch Street Suite 201	Lewiston	Maine	04240	Not Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
St. Mary's Residences	100 Campus Avenue	Lewiston	Maine	04240	Not Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	
Neighborhood Housing Initiative	93 Campus Avenue	Lewiston	Maine	04240	Not Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	

**Practice Details**

Name:

NPI:

Primary Taxonomy: ([View codes by NUCC](#))

Address:

City:

State:

ZIP:

Phone:

Fax:

Website:

On CompareMaine:

Save

Cancel

# Adding Practices

# Deleting Practices

## St. Mary's Health System

[Edit](#) [Verify](#)

**Address:** 93 Campus Avenue, Lewiston, Maine 04240

**Phone:** 207-777-8100

**Fax:**

**Website:**

### Hospitals

[Add Hospital](#)

Name	Address	City	State	ZIP	Status	Action
St. Mary's Regional Medical Center	93 Campus Avenue	Lewiston	Maine	04240	Not Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

### Practices Unaffiliated with a Hospital

[Add Practice](#)

Name	Address	City	State	ZIP	Status	Action
Community Clinical Services	57 Birch Street Suite 201	Lewiston	Maine	04240	Not Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
St. Mary's Residences	100 Campus Avenue	Lewiston	Maine	04240	Not Compliant	<a href="#">Review</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

# Deleting Practices

---

## *Delete Practice*

---

Why are you deleting the following practice?

St. Mary's Residences

- [The practice's relationship is not correct](#)
- [The practice is duplicative](#)
- [The practice closed](#)
- [The practice was added accidentally](#)

**Back**

# Deleting Practices

---

*Renest Entity*

1. Entity Name: St. Mary's Residences

2. Why is the relationship incorrect?

The entity needs to be moved under a different entity:

The entity is not part of our health system

Individual providers, including contracted and temporary locums, are not employed or affiliated with the entity

3. Comments:

**Submit**

# Deleting Practices

---

## *Delete Practice*

---

Are you sure you want to delete the following practice?

St. Mary's Residences

**Yes**

**No**

# Deleting Practices

---

## *Close Practice*

Please indicate when and why the following practice closed. Reasons for closure may include a private practice is no longer in business, the practice was bought out by another entity, or the practice went bankrupt.

### **St. Mary's Residences**

#### **Practice Closure Details**

Date of Closure:

Reason for Closure:

**Submit**

Cancel

# Editing Employed or Affiliated Physicians

---

## Physicians Employed or Affiliated with the Hospital

[Add Physician](#) | [Bulk Import Physicians](#)

NPI	First Name	Last Name	Credentials	Taxonomy	Start Date	End Date	Action
1790712982	JAMES	PARKER	M.D.	207RC0000X - Cardiovascular Disease Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>
1972915544	SHIVA	ANNAMALAI	M.D.	207RC0000X - Cardiovascular Disease Physician	8/23/2021	-	<a href="#">Edit</a>   <a href="#">Delete</a>
1003881319	STEPHAN	BAMBERGER	MD	2081P2900X - Pain Medicine (Physical Medicine & Rehabilitation) Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>

## Edit Physician

>> [St. Mary's Health System](#) > [St. Mary's Regional Medical Center](#)

You are about to edit the following physician:

**Physician Name: JAMES PARKER**

**NPI: 1790712982**

What would you like to edit?

- [Start or End Date](#)
- [Physician Details](#)

**Back**

# Editing Employed or Affiliated Physicians

# Editing Employed or Affiliated Physicians

*Edit Physician Start and End Dates*

### Physician Start and End Dates

Physician Name: JAMES PARKER

NPI: 1790712982

Start Date with Hospital:

End Date with Hospital:

Save

Cancel

**Physician Details**

NPI:

1790712982

Prefix:

First Name:

JAMES

Middle Name:

P

Last Name:

PARKER

Suffix:

Credentials:

M.D.

Primary Taxonomy: [View codes by NUCC](#)

207RC0000X - Cardiovascular Disease Physician



Save

Cancel

# Editing Employed or Affiliated Physicians

# Manually Adding Employed or Affiliated Physicians

---

Physicians Employed or Affiliated with the Hospital								<a href="#">Add Physician</a>	<a href="#">Bulk Import Physicians</a>
NPI	First Name	Last Name	Credentials	Taxonomy	Start Date	End Date	Action		
1790712982	JAMES	PARKER	M.D.	207RC0000X - Cardiovascular Disease Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>		
1821124025	ROBERT	ANDERSON	MD	207P00000X - Emergency Medicine Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>		
1821418716	LISA	CARPENTER	DO	207R00000X - Internal Medicine Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>		

# Manually Adding Employed or Affiliated Physicians

---

Add Physician

>> [Maine Health](#) > [Western Maine Health](#) > [Stephens Memorial Hospital](#)

## Physician Details

NPI:

Submit

Cancel

# Manually Adding Employed or Affiliated Physicians

---

**Physician Details**

NPI:

Name:

Start Date:

End Date:

# Manually Adding Employed or Affiliated Physicians

---

Add Physician

>> [St. Mary's Health System](#) > [St. Mary's Regional Medical Center](#)

The NPI was not found in our system. [Complete these details](#) to add the physician.

## Physician Details

NPI:

6532185951

Submit

Cancel

# Bulk Importing Employed or Affiliated Physicians

Physicians Employed or Affiliated with the Hospital							<a href="#">Add Physician</a>	<a href="#">Bulk Import Physicians</a>
NPI	First Name	Last Name	Credentials	Taxonomy	Start Date	End Date	Action	
1790712982	JAMES	PARKER	M.D.	207RC0000X - Cardiovascular Disease Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>	
1972915544	SHIVA	ANNAMALAI	M.D.	207RC0000X - Cardiovascular Disease Physician	8/23/2021	-	<a href="#">Edit</a>   <a href="#">Delete</a>	
1003881319	STEPHAN	BAMBERGER	MD	2081P2900X - Pain Medicine (Physical Medicine & Rehabilitation) Physician	1/31/2022	-	<a href="#">Edit</a>   <a href="#">Delete</a>	

# Bulk Importing Employed or Affiliated Physicians

---

## Bulk Import Physicians

### Bulk Import Physician Details

To import multiple physicians:

1. [Download the template](#)
2. Add physicians' NPIs and start dates in the appropriate columns in the spreadsheet. Dates should be formatted as mm/dd/yyyy.
3. Copy the physicians' information from the spreadsheet
4. Paste into the text area below:

NPI Start Date

Import

Cancel

# Bulk Importing Employed or Affiliated Physicians

---

*Bulk Import Physicians - Results*

Physicians that were found in the database have been added. Physicians that were not found need to be added manually.

NPI	Name	Start Date	Results
1083787360	SALLY WEISS	7/4/2021	Successfully Found and Added Physician
6532189543	-	7/4/2021	Physician Not Found - <a href="#">Add Manually</a>

[Return to Summary](#)

# Bulk Importing Employed or Affiliated Physicians

---

*Bulk Import Physicians - Results*

Physicians that were found in the database have been added. Physicians that were not found need to be added manually.

NPI	Name	Start Date	Results
1083787360	SALLY WEISS	7/4/2021	Successfully Found and Added Physician
6532189543	-	7/4/2021	Physician Not Found - <a href="#">Add Manually</a>

[Return to Summary](#)

# Requesting a Deadline Extension

---

To comply with this year's reporting requirements, data must be validated by **May 31, 2023**.

*Health System Summary*

---

**Verification Needed for 2023!**  
[Request an extension](#)  
Last updated: 4/6/2022 at 3:49 PM by UNKNOWN  
Last verified: -

*Request Compliance Extension*

---

**Extension Details**

**Entity:** St. Mary's Health System

**Year:** 2023

**Requested Expiration Date:**

**Reason:**

# Verifying the Accuracy of Organization Information

---

## St. Mary's Regional Medical Center



### NPI and Primary Taxonomy:

1407242522 : 261QU0200X - Urgent Care Clinic/Center [Edit](#) | [Delete](#)  
1447226584 : 282N00000X - General Acute Care Hospital [Edit](#) | [Delete](#)  
1245292788 : 273R00000X - Psychiatric Hospital Unit [Edit](#) | [Delete](#)  
1952306524 : 314000000X - Skilled Nursing Facility [Edit](#) | [Delete](#)  
[Add NPI](#)

**Address:** 93 Campus Avenue, Lewiston, Maine 04240

**Phone:** 207-777-8100

**Fax:**

**Website:** <http://www.stmarysmaine.com/>

**On CompareMaine:** Yes

# Verifying the Accuracy of Organization Information

---

mhdo.maine.gov says

By clicking OK you are attesting that the information displayed is accurate and complete, including the NPIs and Primary Taxonomies for each entity.

OK

Cancel

# User Manual

A user manual for the  
Chapter 300  
Organization Data is  
accessible in the  
hospital data portal and  
on the MHDO website.

The screenshot displays the MHDO (Maine Health Data Organization) Hospital Data Portal. The header includes the MHDO logo and tagline: "Maine Health Data Organization Information | Insight | Improvement". The page title is "Hospital Data Portal". The main content area is titled "Organization Data Home" and includes a welcome message: "Welcome to the Maine Health Data Organization Hospital Data Portal. Your account is associated with the following health system:" followed by a bulleted list containing "St. Mary's Health System". The footer shows "© Maine Health Data Organization 2023". On the left sidebar, under the "St. Mary's Health System" section, there is a "Help" menu with the following items: "Home - Organization Data", "Organization Data", "Contact", "Ch. 300 Org User Manual" (circled in red), "Ch. 300 Org FAQ", and "Ch. 300 Org Webinar".

# Timing and Next Steps

---

1. Login to the MHDO Hospital Data Portal: [https://mhdo.maine.gov/hospital\\_portal/](https://mhdo.maine.gov/hospital_portal/)
2. Access the Rule, the recording from today's webinar, FAQs, and the Chapter 300 User Manual, as needed: [https://mhdo.maine.gov/organizational\\_data\\_submitters.htm](https://mhdo.maine.gov/organizational_data_submitters.htm)
3. Health systems, parent entities, and hospitals shall review, update, and validate their organizational information by **Wednesday, May 31, 2023**, for this year.
4. Beginning in June 2023, MHDO will review and assess the validated information and contact entities with any questions or updates needed.

# Troubleshooting and Questions

---

The MHDO Help Desk is available for any technical/system issues you may experience and to assist in the completion of information.

Support is available during regular business hours (8 a.m. – 5 p.m. EDT, Monday – Friday). You will receive a call back or an e-mail follow up within two hours of the request.

**Toll-Free Phone: (866) 451-5876    Email: [mhdohelp@hsri.org](mailto:mhdohelp@hsri.org)**

# Questions?

Thank You!